

Job Listing: Part-Time Administrative Position

Location: Westminster School, Annandale, VA

Hours: Approximately 16-20 hours per week

Pay: \$20.00 per hour

Position Overview: Westminster School is seeking a dedicated and detail-oriented part-time Administrative Assistant to manage our Blackbaud Student Information System and Summer Camp registrations through CampBrain. This position requires excellent organizational skills, strong attention to detail, and the ability to communicate effectively with parents and staff. Experience with Blackbaud and/or CampBrain is a bonus.

Key Responsibilities:

- Blackbaud:
 - Manage Blackbaud Student Information System, including data entry, setting up family portals, updating Resource Board, and other tasks related to the Academics module.
 - Setup report cards and post them.
 - Create student information forms to send to students or parents.
 - Generate reports requested by administrators.
 - Troubleshoot Blackbaud issues for staff, parents, and students.
 - Orientation of new staff members to Blackbaud.
- CampBrain:
 - Complete and update a tracking spreadsheet with necessary information for new and returning campers.
 - Print, process, and file Summer Camp Registrations, ensuring all required information is identified and compliant with licensing regulations.
 - Email parents to request necessary documentation.
 - Process and file incoming paperwork sent by parents.
 - Set up appointments for parents to pick up camp shirts, documentation, and carpool cards.
- General Administrative Support (as needed)
 - Answer phones, assist visitors.
 - Filing, copying, and other administrative tasks.
 - Create fliers for events.

Preferred Experience:

- Experience working in a school office.
- Experience with Blackbaud, specifically in Academics, Enrollment Management, Extracurricular, and Core modules.
- Familiarity with CampBrain software.
- Canva software is a bonus.

Qualifications:

- Strong organizational skills and attention to detail.
- Logical thinking skills and problem-solving skills.
- Attention to detail.
- Strong computer skills.
- Teamwork and collaboration.
- Ability to communicate effectively and professionally via email and in person.
- Proficiency in using spreadsheets and managing data.
- Prior experience in a similar administrative role is preferred.

Benefits:

- Positive work environment
- Supportive administration
- Flexible schedule

Westminster School is an equal opportunity employer and encourages applications from all qualified individuals.